







Play back worksheet data

You must have speakers installed to perform this procedure.


▼ Play back a group of cells



1. On the **Tools** menu, point to **Speech**, and then click **Show Text To Speech Toolbar**.
2. Select a group of cells to read back.
3. Choose how the computer will read back your data by clicking **By Rows**  or **By Columns**  on the **Text To Speech** toolbar (toolbar: A bar with buttons and options that you can use to carry out commands. To display a toolbar, point to **Toolbars** on the **View** menu, and then click the toolbar you want. If the button you want doesn't appear, click **More Buttons**.).
4. Click **Speak Cells**  if you want the computer to read back each cell in your selection.
5. To correct an error, click **Stop Speaking** , and use your mouse and keyboard to make the necessary changes.
6. Click **Speak Cells**  to continue having the computer read back your selection.

▼ Tip

You can select a specific range of cells for the computer to read back to you, or you can click **Speak Cells**  without selecting any cells and Microsoft Excel will automatically expand the selection to include neighboring cells if there are no empty cells in the range.

▼ Play back after every cell entry

1. On the **Tools** menu, point to **Speech**, and then click **Show Text To Speech Toolbar**.
2. On the **Text to Speech** toolbar (toolbar: A bar with buttons and options that you can use to carry out commands. To display a toolbar, point to **Toolbars** on the **View** menu, and then click the toolbar you want. If the button you want doesn't appear, click **More Buttons**.), click **Speak On Enter** .
3. Enter data in a cell. After you press **Enter**, the computer will read back the data in the cell.


Note If you hide the **Text To Speech** toolbar and you have not turned off **Speak On Enter** , the computer continues to read back each cell entry you make. Be sure to click **Speak On Enter**  to turn it off.

Add to or delete from the speech recognition dictionary

This feature is available in the Simplified Chinese, English (U.S.), and Japanese language versions of Microsoft Office.

You can add words, such as your company's name, to the speech recognition dictionary, or delete words you no longer use.

▼ Add words


1. On the **Language** bar, click **Speech Tools** , and then click **Add/Delete Word(s)**.
2. Under **Word**, type the name of the word you want to add.
3. Click **Record pronunciation**, and pronounce the word.

When the word is recognized, it will be added under **Dictionary**. You may need to say the word more than once before it is added to the list.

4. Click **Close**.

▼ Delete words

You can delete words you've added to the speech recognition dictionary.

1. On the **Language** bar, click **Speech Tools** , and then click **Add/Delete Word(s)**.
2. Under **Dictionary**, select the words you want to delete, and then click **Delete**.
3. Click **Close**.